

Retention and Classification Report

Agency: District Court (First District : Box Elder County) (1673)

P.O. Box 873
43 North Main
Brigham City, UT 84302-0873
734-2433

Records Officer

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AGENCY: District Court (First District : Box Elder County)

SERIES: 84827

4

TITLE: Adoption case files

DATES: i [ca. 1875]-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1983

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

AGENCY: District Court (First District : Box Elder County)

SERIES: 84827

TITLE: Adoption case files

(continued)

PRIMARY CLASSIFICATION:

Exempt Rule 4-202l02(11), CJA

AGENCY: District Court (First District : Box Elder County)

SERIES: 82953

3

TITLE: Calendars

DATES: 1897-1900.

ARRANGEMENT: None.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the calendars of court sessions held by the District Court in Box Elder County. They include the date, court term, motion calendar, case number, and the names of the plaintiff(s) and defendant(s).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Court calendars have been scheduled permanent by the Judicial Council. They are important for historical purposes to determine which cases were scheduled during a court term.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 82990

3

TITLE: Child support and alimony case files

DATES: 1924-1932.

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain receipts and correspondence between the court and person receiving alimony or child support payments and/or person making the payments. They were used to verify payments were made.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These files document the handling of divorce and child support during the agricultural depression and the early days of the Great Depression. These files are more than just receipts, but contain the correspondence between the parties.

AGENCY: District Court (First District : Box Elder County)

SERIES: 82990

TITLE: Child support and alimony case files

(continued)

PRIMARY CLASSIFICATION:

Exempt case files include private information that will remain private for 100 years.

AGENCY: District Court (First District : Box Elder County)

SERIES: 11795

4

TITLE: Civil case files

DATES: 1893-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION:

DESCRIPTION:

Included in the archives' hard copy holdings are early cases ranging from case number 2270 to 4142 and including numbers 5539 and 5839 (dated 1889-1894) and case numbers 1 through 301 (dated 1892-1899). Microfilm copies cover a broader span. Holdings include cases started in the Fourth District Court and moved to First District.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance,

AGENCY: District Court (First District : Box Elder County)

SERIES: 11795

TITLE: Civil case files

(continued)

particularly judgments on water rights issues.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 14238

4

TITLE: Civil case indexes

DATES: 1893-1978.

ARRANGEMENT: Alphabetical by first letter of surname of plaintiff or defendant

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains civil case alphabetic indexes created by the Court to record the names of the parties involved in actions and provide assigned case numbers, facilitating clerical management of and access to the case files. The indexes contain plaintiff name, defendant name, register of action book number and case file number. Each index contains an alphabetic listing by plaintiff and by defendant.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (First District : Box Elder County)

SERIES: 14238

TITLE: Civil case indexes

(continued)

APPRAISAL:

Administrative Historical Legal

This disposition is based on the 1993 records retention policy of the Utah Judicial Council (in UCA, Utah Court Rules Annotated, Appendix F), which has remained unchanged since the 1980 issue of the state Records Retention Schedule (Utah State Archives and Records Services, Department of Finance, 1980, page 1). The indexes have historical, administrative, and legal value and facilitate access to the permanent civil, criminal and probate case files which provide documentation about individuals, legal procedure, court history and functions, and other topics useful to legal researchers and historians.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 26046

3

TITLE: Civil registers of actions

DATES: 1896-1987.

ARRANGEMENT: Numerical by case number, thereunder chronological by date.

TOTAL VOLUME: 21.00 reels.

DESCRIPTION:

Traditionally district courts, including First District Court (Box Elder County), created a register of actions for each civil case heard before the court. The register commenced when the first petition was filed, and thereafter the court listed each action until the case was dismissed or resolved with a decree. Actions listed might have included such things as filing petitions or other documents, setting dates for hearings, etc. Registers end with the resolution or dismissal of the case. For each case the court clerk identified the names of plaintiffs and defendants, the court assigned case number, and the names of representing attorneys. For each action he listed the type of action taken and the date on which that action was taken. Registers of action are case summaries which provide reference to additional records. Court assigned case numbers listed in the registers are a guide to case files which contain all of the important documents related to the case. The list of dates for actions provides reference to court minute books and record books which contain summaries of court actions and copies of important documents.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: District Court (First District : Box Elder County)

SERIES: 26046

TITLE: Civil registers of actions

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on the legal and historical value of the District Court REGISTERS OF ACTIONS. The court clerk is required by law [UCA X, (79) (a)] to keep a register of actions that functions as a chronological list of papers filed and fees paid which relate to individual civil actions.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 82944

3

TITLE: Court orders

DATES: 1896-1938.

ARRANGEMENT: Chronologically within subject folders

TOTAL VOLUME:

DESCRIPTION:

This small collection of papers contains various orders of the district court. They include orders fixing terms of court, for the drawing of jurors, and for appointments (including the appointment of inheritance/property tax appraisers). On each order is recorded the date filed and the signatures of the county clerk (aka district court clerk) and the deputy clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This retention is based upon the historical value of these records. They document the various actions of the district court in Box Elder County.

AGENCY: District Court (First District : Box Elder County)

SERIES: 82944

TITLE: Court orders

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 11797

4

TITLE: Criminal case files

DATES: 1850-

ARRANGEMENT: Numerical by case number.

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

AGENCY: District Court (First District : Box Elder County)

SERIES: 11797

TITLE: Criminal case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 26048

3

TITLE: Criminal registers of actions

DATES: 1933-1986.

ARRANGEMENT: Numerical by case number, thereunder chronological by date.

TOTAL VOLUME:

DESCRIPTION:

Traditionally district courts, including First District Court (Box Elder County), created a register of actions for each criminal case heard before the court. The register commenced when the accusation was filed, and thereafter the court listed each action until the case was dismissed or resolved with a conviction or acquittal. For each case the court clerk identified the defendants, the crime of which he was accused, a court assigned case number, and the names of representing attorneys. For each action the clerk listed the type of action taken and the date on which that action was taken. Registers of action are case summaries which provide reference to additional records. Court assigned case numbers listed in the registers are a guide to case files which contain all of the important documents related to the case.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: District Court (First District : Box Elder County)

SERIES: 26048

TITLE: Criminal registers of actions

(continued)

authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on the historical value of the Registers of Actions since they document individuals and topics useful to legal researchers and historians. This series also has administrative and legal value since it documents the functions of the Third District Court and continues to serve current and future administrative needs [UCA 79 (d) (6)].

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 7133

4

TITLE: Daily court actions

DATES: i 1981-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

Documents filed daily in civil, criminal and probate matters.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then file in case file.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office for 9 years or until case file is microfilmed and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 85172

4

TITLE: Declarations of intention record books

DATES: i 1896-

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

These volumes contain declarations of individuals' intentions of becoming U.S. citizens. They were to be completed at least two years prior to applying for naturalization. Certificates of citizenship are issued when the individual is naturalized. The first volume contains blanks for the insertion of the individual's name, sovereign, date, signature, and witness signature. Beginning in 1906, more detailed federal forms were used. These forms also include personal description, vital statistics information, and emigration information. By 1916, marital status was included along with spouse's name and vital statistics data.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

AGENCY: District Court (First District : Box Elder County)

SERIES: 85172

TITLE: Declarations of intention record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 26051

3

TITLE: Index to probate registers

DATES: 1896-1966.

ARRANGEMENT: Alphabetical by surname.

TOTAL VOLUME: 1.00 reel.

DESCRIPTION:

The First District Court clerk for Box Elder County created an index to probate registers of action. This index provides a name, case number, and register number. It also notes the kind of case, whether adoption, guardianship, insanity or estate settlement.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: District Court (First District : Box Elder County)

SERIES: 26051

TITLE: Index to probate registers

(continued)

APPRAISAL:

Historical

The index has administrative and historic value and facilitates clerical management of and access to case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt. UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. This book include occasional reference to adoptions

AGENCY: District Court (First District : Box Elder County)

SERIES: 84095

4

TITLE: Inheritance tax liens registers

DATES: i 1950-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

The district court clerk registers the estate settlements showing the heirs, devisees, or grantees, and their relationship to the deceased. This settlement was then assessed for tax purposes. Appraisal of property is included and the executor or administrator is named. If any real estate was subject to lien the lien was also registered.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (First District : Box Elder County)

SERIES: 82955

3

TITLE: Juror lists and statements of jurors

DATES: 1896-1919; 1935; 1937.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

These files contain the lists of jurors for jury trials and grand juries. They contain the lists and statements of jurors expenses. The lists include the certificate number, dates, names of jurors, whether service was for a jury trial or grand jury, and the amount paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Though they have been scheduled for three years by the Judicial Council. This retention is based upon the historical value of these records. They are the first lists of jurors for trials held in Box Elder County.

AGENCY: District Court (First District : Box Elder County)

SERIES: 82955

TITLE: Juror lists and statements of jurors

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 3688

3

TITLE: Minute books

DATES: 1896-1980.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

Utah law requires court clerks to "keep a record of all proceedings, actions, orders, judgments, and decrees of the court" (UCA 78-3-30). Historically, court clerks kept this record in leather bound minute books. In these books the clerk made a daily record of all documents filed and all court actions taken. Typical minute book entries name parties involved and provide brief descriptions of hearings or other actions on the date those actions occurred. Since most cases span multiple days, information on any given case is scattered through the books on the dates of activity. Minute books also include information about court administrative details like scheduling and assigning cases, and selecting and dismissing jurors. First District Court (Box Elder County) minute books include information about criminal cases, civil cases, and also probate matters which include estate settlements, guardianships, and adoptions.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (First District : Box Elder County)

SERIES: 3688

TITLE: Minute books

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

Disposition is based on the value of these records in understanding all actions associated with the case files of the court.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt. UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. These books include occasional reference to adoptions.

AGENCY: District Court (First District : Box Elder County)

SERIES: 82957

3

TITLE: Naturalization records

DATES: 1896-1957.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

These are loose pages and other records concerning naturalizations in Box Elder County. They were used by resident aliens to become U.S. citizens. They include the following completed forms: Facts for Petition of Naturalization; Facts for Declaration of Intent; and Notice for Admission to Citizenship. They contain the name, place of birth, residence, date of arrival, place of arrival, date of final hearing, and name of witnesses. It appears they were sent to the U.S. Immigration and Naturalization Service and then returned to the county.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (First District : Box Elder County)

SERIES: 82957

TITLE: Naturalization records

(continued)

APPRAISAL:

Historical

This retention is based upon the historical value of these records. Naturalization records are prime resources for both genealogical and community history studies.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 26153

3

TITLE: Probate administrator's record book

DATES: 1884-1897.

ARRANGEMENT: Chronologically by date.

TOTAL VOLUME:

DESCRIPTION:

This book contains court orders, bonds, and letters pertaining to probate of estates administered by the Box Elder County Probate Court and later First District Court (Box Elder County). The book also contains wills. It was used to help the court administrator organize the court's actions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (First District : Box Elder County)

SERIES: 11796

3

TITLE: Probate case files

DATES: 1906-

ARRANGEMENT: Numerical by case number.

TOTAL VOLUME:

DESCRIPTION:

Probate case files from the 1st District Court in Box Elder County primarily involve the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. Probate of estates is the process by which a deceased person's property is identified and maintained, his debts and taxes paid, and then remaining property distributed to beneficiaries as specified in a will or as required by law for persons who die intestate (without a will). In guardianship cases probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management. In addition to probate these case files also include name changes and some adoptions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (First District : Box Elder County)

SERIES: 11796

TITLE: Probate case files

(continued)

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. This series includes adoption case files.

AGENCY: District Court (First District : Box Elder County)

SERIES: 82964

3

TITLE: Probate exhibits

DATES: 1926-1938.

ARRANGEMENT: Alphabetical by name

TOTAL VOLUME:

DESCRIPTION:

These envelopes contain the exhibits for probate cases in Box Elder County. These exhibits are the receipts and vouchers indicating the payments made during the probate of the estate.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

The Judicial Council has scheduled these record for 3 years. These exhibits are now obsolete and should be destroyed. These have no further value since the probate cases themselves indicate the final accounting of the estate.

AGENCY: District Court (First District : Box Elder County)

SERIES: 26052

3

TITLE: Probate minute books

DATES: 1886-1904.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

In court minute books the clerk summarized or described the daily proceedings of the court. All entries in these minute books relate to probate, which includes the distribution of the estates of diseased persons, guardianships for minors and incompetent adults, and adoptions. Prior to statehood (1896) Box Elder County Probate Court clerk kept these minutes. Thereafter, they were maintained by the clerk of First District Court (Box Elder County). After 1904 probate matters were included in the general minute books and were not maintained in separate books.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: District Court (First District : Box Elder County)

SERIES: 26052

TITLE: Probate minute books

(continued)

APPRAISAL:

Historical

This disposition is based on the value these minutes provide in documenting the functions of the probate court and actions taken in individual cases.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

Disclosure of adoption information is prohibited for 100 years. Data on incorporations/dissolutions, estates of deceased persons, guardianships, and name changes are normally public

AGENCY: District Court (First District : Box Elder County)

SERIES: 17456

3

TITLE: Probate record books

DATES: 1876-1966.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

This series contains probate record books that were maintained by both the Territorial 1st and 3rd District Court and the current 1st District Court of Box Elder County. Probate record books are a daily record of what documents were filed in court on a particular day. No longer produced, probate record books provide useful information both for researchers seeking socioeconomic data on households and those seeking biographical or family history data such as information about the estate, the deceased, and the heirs. As with the minutes, access to the record books is easiest when done in conjunction with the register of actions, which provides the date of each action.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (First District : Box Elder County)

SERIES: 17456

TITLE: Probate record books

(continued)

SECONDARY CLASSIFICATION(S):

Exempt.

UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. These books include occasional reference to adoptions.

AGENCY: District Court (First District : Box Elder County)

SERIES: 26049

3

TITLE: Probate registers of actions

DATES: 1886-1987.

ARRANGEMENT: Chronologically by date until 1915 and thereafter numerically by case number.

TOTAL VOLUME:

DESCRIPTION:

Traditionally district courts, including First District Court (Box Elder County), created a register of actions for each probate case heard by the court. Probate cases include the distribution of estates for diseased persons, guardianships for minors and incompetent adults, adoptions, name changes, and insanity cases. The register commenced when an executor or interested party filed a petition with the court. Thereafter the court listed each action until the case was resolved by a decree of distribution in the case of estate settlements, a dismissal of guardian for guardianship cases, or the finalization of an adoption. Actions listed might have included such things as filing petitions or other documents, setting dates for hearings, and court orders of various types. For each case the court clerk identified the relevant name and type of case, whether guardianship, adoption or estate settlement. Registers provide court assigned case numbers. For each action the clerk listed the type of action taken and the date on which that action was taken. Registers of action are case summaries which provide reference to additional records. Court assigned case numbers listed in the registers are a guide to case files which contain all of the important documents related to the case. The list of dates for actions provides reference to court minute books and record books which contain summaries of court actions and copies of important documents.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AGENCY: District Court (First District : Box Elder County)

SERIES: 26049

TITLE: Probate registers of actions

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

These registers serve as further record and documentation of First District Court probate cases, which in turn provide valuable information for social historians and family historians.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt. UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. These books include occasional reference to adoptions.

AGENCY: District Court (First District : Box Elder County)

SERIES: 82963

3

TITLE: Receipts for alimony and child support

DATES: [ca. 1936]-1948.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

These receipts indicate that alimony and/or child support was paid to the court and then paid to the recipient of the judgment. Receipts include the names of the plaintiff and defendant, amount received, name of person making payment, date, signature of the person receiving payment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These receipts are obsolete and should be destroyed. They have passed the retention period determined by the Judicial Council.

AGENCY: District Court (First District : Box Elder County)

SERIES: 6252

3

TITLE: Records

DATES: 1981-1987.

ARRANGEMENT: None

TOTAL VOLUME:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.